

EXCERPTS FROM THE NATIONAL PLANT MATERIALS MANUAL

Related to PART Question 1.5

540.03 Committee Responsibilities

(c) State Conservationist's Plant Materials Advisory Committee

The purpose of the committee is to provide leadership in the coordination, communication, support, and integration of applied plant science technology within and between states, the Regional and National Plant Materials Advisory Committees, and other partners. The committee:

- provides leadership in the integration of all program activities into one process for technology development.
- ensures that identified priority resource needs and actions are included in the state strategic plan.
- reviews and approves the PMC LRP.
- reviews and approves PMC studies and activities to address the needs in the state and PMC LRP.

Members include:

- STCs in the PMC service area.
- Advisors to the committee. Advisors may include the NPL-PM, regional PM Program personnel and other members as determined appropriate by the committee.

Meetings will normally be chaired by the STC in the host state, and will be rotated among states in the PMC service area. Meeting frequency will be annually.

(e) Plant Materials Technical Committee

The Plant Materials Technical Committee provides input to the PM Advisory process. The PM Technical Committee may be on a state, multi-state or other regional/local level for a single PMC or for multiple PMCs. Responsibilities include:

- provides overall technical leadership in the identification, integration, and prioritization of plant technology needs.
- develops recommendations for addressing needs and submits information to the State Conservationist's Plant Materials Advisory Committee for review and approval.
- promotes the transfer of developed applied science technology.

Members may include:

- STCs or their representatives, such as the SRC.
- state and multi-state technical staff.
- appropriate PMC Managers and technical staff, PMSs, and Regional PM Coordinator.
- the Regional Technology Coordinator.
- the State Technical Contact.
- appropriate field and area personnel.

- advisors to the committee, which may include appropriate partners.

Meeting frequency will be determined by the committee. PM Technical Committees typically meet prior to a STCs PM Advisory Committee meeting to discuss plant materials issues to be brought to the STCs

(f) State Plant Materials Committee

The State Plant Materials Committee is critical for the integration of plant materials activities into FO operations and the needs of FOs into the PM program. Each state will have a State PM Committee. Responsibilities include:

- serving as a focal point for identification and prioritization of key local and state plant issues, concerns, and product needs.
- developing a state plant materials LRP which includes prioritized plant issues, concerns, and needs along with proposed action items.
- developing an annual state plant materials plan.
- is responsible for ensuring identified local and state plant science needs are presented to the appropriate decision makers.
- ensures that the developed plant technology is disseminated to meet customer needs.

Members may include:

- the SRC, or equivalent.
- appropriate state, area and/or regional specialists.
- district and area personnel.
- PMS and PMC personnel and other partners as determined by the committee to serve as advisors. The PMS or PMC Manager can chair or facilitate but should not direct the meetings.

Meeting frequency will be determined by the committee. It may be necessary for a PMS and/or PMC Manager to work closely with their SRC to initiate or keep the Committee functioning.

PART 540.1 PLANT MATERIALS LONG RANGE PLANNING

540.10 General

Long Range Plans (LRP) are developed to direct plant materials activities at the national, regional, state, or local levels. An LRP for plant materials will be developed and implemented to identify, prioritize, and integrate customer, resource, and program needs. The LRP will help facilitate the development and transfer of plant technology to address priority concerns. The LRP is analogous to a strategic plan.

The LRP should be of sufficient scope to serve as a basis for the development of the LRP for the servicing Plant Materials Center(s) and provide direction for plant materials related activities at the level (state, PMC service area, regional) which the plan was developed.

Regional and state LRPs will be filed as a supplement to the NPM. One paper copy will be sent to the NPL-PM. An electronic copy will be sent to the NPMC.

540.11 Contents of a Plant Materials LRP

An example of a plant materials LRP is included in Exhibit 540-2. The PM LRP should include the following items:

- **Introduction**
 - Purpose (objectives) of the plan.
 - Those involved with the development of the plan (listing of partners).
 - Process/procedure used to identify customers and prioritize concerns/needs at appropriate level of development (state, PMC service area, regional, national).
 - The process or procedure should function within the scope of the organizational structure in place. This may be completed from a local, state(s), regional, and/or national level, as appropriate.
- **Description of concerns/needs - This section may include:**
 - A description of specific prioritized resource and non-resource related problems and needs. Resource problems and needs will be classified by NRCS Goals and Objectives (see Exhibit 539-1). Non-resource needs may include promotion of activities, training provided, and outreach efforts to minority and socially disadvantaged groups and other undeserved clientele. The need must be specific enough to allow the development of action items by the servicing PMC(s).
 - General discussion of current knowledge for each identified need (is current information available to solve the need?).
 - Geographic location (include map(s) or Major Land Resource Areas (MLRAs) as appropriate), ecological setting (land use, site description, soils, cause and effect info, etc.), and area of extent (approximate size of problem area in acres) of each identified need.
 - Proposed action items identified to help solve the high priority resource and non-resource related needs. This may include information on field plantings and future seed collections needed to meet objectives.
- **Supporting Documentation, Attachments, and References**
 - Attachments may include a listing of state committee members, references used to prepare the LRP, and a summary of needs and actions which will be taken.

540.12 Development of the LRP

The responsibility for development of the LRP depends on the level at which the plan was developed. The PMS(s) and PMC Manager(s) will take leadership in plan development for the applicable organization level. At the state level, the plant science or technical committee would be responsible. At the PMC service area level, the STC advisory or multi-state technical committee would be responsible. At the regional level, the regional advisory committee would be responsible.

540.13 Review of the LRP

The LRP will be reviewed annually by the appropriate committee at the level of development and modifications made as necessary by the reviewing committee.

540.22 PMC Planning

(a) PMC Long Range Plan

The purpose of the PMC Long Range Plan (LRP) is to identify, guide, and direct the operation toward solving high-priority resource problems identified in each service area state plant materials LRP. The PMC LRP is analogous to a Strategic Plan.

The PMC manager is responsible for the preparation, review, and revision of the PMC LRP. The STC advisory committee reviews and approves the plan and makes sure it is consistent with the needs and priorities identified in the state's plant materials LRP and/or NRCS National Objectives (Exhibit 539-1). The PMC LRP needs to be reviewed annually with major rewrites as state, regional, and national priorities change.

PMC LRPs will be filed as a supplement to the NPMM. One paper copy of the PMC LRP will be sent to the NPL-PM. An electronic copy will be sent to the NPMC.

An example of a PMC LRP is included in Exhibit 540-8. The PMC LRP should include the following items.

- **Introduction**
 - Purpose (objectives) of the plan.
 - Those involved with the development of the plan.
 - A description of general significant characteristics of the area served by the PMC, such as climates, soils, and land uses. It should not include detailed descriptions of major land resource areas or other published data but should refer to the documents containing this information (i.e., State PM LRP).
 - A description of the process or procedure which was used to identify customers and prioritize identified needs.
- **Description of concerns/needs - This section may include:**
 - A comprehensive list and description of resource and non-resource related plant materials problems and needs. This list should identify and prioritize those problems and needs which will be addressed by the PMC. Resource problems and needs will be classified by NRCS Goals and Objectives (see Exhibit 539-1). Non-resource needs may include promotion of activities, training provided, and outreach efforts to socially disadvantaged groups and other undeserved clientele.
 - General discussion of current knowledge for each identified need (is current information available to solve the need?).
 - Geographic location (include map(s) or MLRAs as appropriate), ecological setting (land use, site description, soils, cause and effect info, etc.), and area extent (approximate size of problem area in acres) of each identified need.
 - Proposed action items identified to help solve the high priority resource and non-resource related needs.
- **Supporting documentation, attachments, and references**
 - Supporting documentation and references may include maps and the State PM LRPs being referenced.
 - Attachments may be used to eliminate frequent revision of the entire LRP.
 - Other attachments may include activities pertinent to the operation of the PMC, such as: specific project activities, informational and training activities, and long-range schedule for maintaining and updating facilities and equipment.

(b) Business Plans

The Business Plan (also known as a Plan of Operations) is a management tool used to direct the daily operation of the PMC. The Business Plan should be flexible to accommodate changes in operating plans or staffing levels.

The PMC Manager, along with assistance from the PMC staff and PMS, is responsible for preparing the Business Plan. The Business Plan is to be prepared by October 1 on a fiscal year basis, unless otherwise approved by the STC Advisory Committee.

The Business Plan is to be reviewed and approved by the PMC Manager's supervisor. Copies should be sent to each STC Advisory Committee member.

PMC Business Plans will be filed as a supplement to the NPMM at the PMC. One paper copy of the PMC Business Plans will be sent to the NPL-PM. An electronic copy will be sent to the NPMC.

Major items used as references for development include the PMC Workload Analysis, the PMC LRP, PMC study plans, and long-range schedule for updating and maintaining equipment and facilities. The Business Plan includes:

- all activities at the PMC, regardless of funding source.
- action items by projects and study plans.
- new and established plantings for seed and plant production.
- planned technology development and transfer activities, including plant releases, written and oral information, training (providing and receiving).
- administrative and operational duties.
- facility and equipment improvements, maintenance and upgrades.
- identification of activities which are funded by reimbursable or non-CO-46 funds.
- performance goals spreadsheets - as attachment.
- the staff member(s) responsible for identified action item and activity.
- when the action item or activity will be completed.

Exhibit 540-9 is an example of a Business Plan. Business Plans should be reviewed by the PMC staff periodically throughout the year to ensure that scheduled items are being completed. All progress and final reports from PMC studies and activities contained in the Business Plan will be summarized annually and presented in the PMC Annual Technical Report (see Part 541.22).

(c) Workload Analysis

The PMC Manager is to develop an annual Workload Analysis for the PMC. The Workload Analysis will be prepared by October 1 for the fiscal year. The Workload Analysis of a PMC operation is a valuable management tool to determine staffing required to accomplish the PMC LRP and Business Plan. The Workload Analysis can also be used to identify future program staffing needs and act as an aid for budget analysis and planning. The Workload Analysis should include all activities at the PMC, and identify those which are funded by reimbursable or non-CO-46 funds. Exhibit 540-10 can be used as a guide for constructing a Workload Analysis.

The Workload Analysis will be filed as a supplement to the NPMM at the PMC. One paper copy of the PMC Workload Analysis will be sent to the NPL-PM. An electronic copy will be sent to the NPMC for archiving.

(d) Conservation Plan

Each PMC is to have a current conservation plan prepared according to the NRCS National Planning Procedures Handbook. The conservation plan should include past, current and future land use information. NRCS Field Office personnel are to assist in preparing and implementing the plan. If land or facilities are cooperatively used, the conservation plan is to be jointly prepared by all parties concerned. The PMC Manager is to make maximum use of the conservation plan.